

Army MEPRS Program Office Newsletter

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Bacon's Bits

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Thank you for all the feedback on the newsletter. It was reassuring to read that the majority of you are ensuring our guidance and policy is getting to everyone that needs and should receive it. It is equally important to make sure you are making that face-to-face contact through briefings, newcomer orientations, MTF meetings, etc. As you know, as it is with a lot of written material, it's all about interpretation and we need to make sure our users completely understand the intent and meaning of our guidance. Also, because of all the great feedback on how you are communicating our policy and guidance within your MTF, we are now including a Best Practice section in the newsletter. In the words of Mother Teresa "I can do things you cannot, you can do things I cannot; together we can do great things". Thank you for all your excellent contributions.

One recommendation we received was to schedule regular MEPRS tele-conferences (thank you, Mary). I know we are all extremely busy; however, I believe if we start off with quarterly tele-conferences, we all can find the time to attend and find them beneficial. Since April is the month of the creative mind and actually means "to open" (cheesy, I know), I think April would be the perfect month to start these tele-conferences. We have scheduled the first tele-conference for 13 April with the SRMC. We will send out a complete schedule with the specifics within the next two weeks.

Please join me in congratulating Jeanie McCleary as our new Lead Analyst in AMPO. Jeanie will continue to do great things for you and AMPO through her creativity, insight, and positive attitude. Congratulations Jeanie!

Have a great month!

BEST-OF-THE-BEST

Army MTF MEPRS Office personnel are known for their dedication and meticulous performance of their duties. This is evident when reviewing the compliance with requirements placed on them from within their commands along with those imposed by MEDCOM.

MTF Ranking is based on point values assessed for compliance with current FY EAS Timeliness, DMHRs Timecard Compliance, Financial Reconciliation submission, Narrative submission, and Discrepancies for FY06-FY11 (AMPO Discrepancies, and Unauthorized FTE's). Contact your AMPO analyst for additional details on the ranking methodology.

MEDCEN:

**FT. HOOD
GREAT JOB! DIANE
PAPKE & STAFF**

BEDDED:

**FT. RILEY
EXCEPTIONAL EFFORTS!
ROBERT KESLER & STAFF**

UNBEDDED:

**FT. LEAVENWORTH
AWESOME JOB! LINDA
HIXON & STAFF**

CBPCC Setup in Automated Information Systems

Although the DMIS ID, work centers, places of care, etc can be setup prior to the clinic opening, AMPO advises against making these open, active and available to making appointments prior to one week before the opening date. Having these active prior to this date will affect the metrics which the clinic will be assessed. Of particular importance is the Access to Care and the PCM Continuity metrics. If appointments are made to the clinic or team prior to the opening date, then the clinic will appear to be ineffective. For man hour reporting, since the personnel will be present and available to work in the clinic prior to opening, and if they are working within the CBPCC clinic, AMPO recommends they report their man hours to FDE* - Initial Outfitting FCC during the pay periods prior to the clinic opening.

As for activating the MEPRS FCCs in EASi, we recommend you make the FCC active effective the first of the month in which the clinic will open in order to capture any expenses/obligations for the CBPCC in the appropriate FCCs.

Polypharmacy

OTSG Policy Memo 10-076, Subject: Guidance for Enhancing Patient Safety and Reducing Risk via the Prevention and Management of Polypharmacy Involving Psychotropic Medications and Central Nervous System Depressants, dated 9Nov10.

The AMPO was asked to determine if an MTF should create a separate MEPRS FCC to track polypharmacy based on the content of this memorandum. This memo does not direct the creation of pharmacy clinics. The memo addresses how providers should coordinate with Pharm-D level pharmacists to ensure the medications they have been prescribed do not counteract and cause more damage than help. If a Pharm-D provider is assigned to and working within a B clinic, the work performed should be reported in the FCC of the B Clinic. When a Pharm-D is assigned to and working within the Pharmacy and patients are referred for the evaluation of medications, their effects and contraindications, the work should be reported to the Pharmacy FCC where the work is performed.

Best Business Practice

This month our Best Business Practice site is Brooke Army Medical Center (BAMC) and focuses on their amazing timecard compliance rate. BAMC's timecard compliance rate continually falls between 99-100%. For a site that averages between 5,000 and 6,000 timecards per pay period, their timecard compliance rate is exceptional. Here is how they do it:

- On Tuesday after the pay period ends, they run the first DoD Batch and Timecard Status Report. They start sending emails and contacting the timecard approvers about military and contractor timecards that are not in an approved status. They also look at civilians not in a submitted status.
- Once payroll reconciles, they run the report again and send out messages letting their timecard approvers know that civilian payroll has reconciled and they should look for those rejected civilian timecards and again at military/contractors to ensure they are approved. They include the Department Chief in this email.
- They start running the timecard status report twice daily and send emails, as well as, call the timecard approvers. At this point, they start visiting the timecard approvers and refuse to leave until the timecards are approved. They also start pulling payroll actual on the rejected civilian timecards and correcting the hours. **THEY DO NOT APPROVE THE TIMECARDS AND DO NOT ENTER THEM.**
- They schedule a computer lab to assist their staff with timecards twice monthly - BAMC has a calendar that details the timelines for each pay period. Anyone interested, can contact their AMPO analyst for the FY11 calendar, If all else fails, they have a whip and don't hesitate to use it! Congratulations to the Brooke Army Medical Center MEPRS staff.

Questions & Answers

Q: Why am I getting work list notifications for employees that are not at my site and I don't have anything to do with their timecards?

A: Oracle has identified this as a bug. There is a column in the system entitled "Last Updated By". When a lot of timecards are submitted at the same time, the application appears to only be selecting one submitter's name to populate this field. The person listed as the "Last Updated By" is also listed as the "Preparer" thus the notification. For example, a timecard is submitted on Janet Smith by Marsha Bates. Marsha Bates, along with others, submitted a timecard(s) today at 11:27:16. Marsha's name was populated as the preparer in all of the timecards submitted at the same time she submitted her timecard(s). For all of the informational notifications Marsha received, she is listed as the preparer. The help desk feels very confident this bug is not resulting in any approval notifications sent to the wrong approver.